

STATE CONTROLLER'S OFFICE
PERSONNEL AND PAYROLL SERVICES DIVISION
P.O. BOX 942850
SACRAMENTO, CA 94250-5878

DATE: August 18, 2020

PERSONNEL LETTER #20-021
(Civil Service Only)

TO: All Agencies in the Uniform State Payroll System

FROM: Jil Barraza, Chief
Personnel and Payroll Services Division

RE: LIMITED EXAMINATION APPOINTMENT PROGRAM APPOINTMENT PROCESS

The California Department of Human Resources (CalHR) revised the appointment procedures for hiring Limited Examination Appointment Program (LEAP) candidates in accordance with Senate Bill 848 and the California Code of Regulations, Title 2, Article 28. Please refer to CalHR's Office of Civil Rights for policy information on the LEAP program at: [CalHR Disability Services](#).

To support the LEAP appointment process, the State Controller's Office (SCO) made changes to Item 430 by adding the probation period code "J" to identify an appointment made via the LEAP process. The code will also generate a message on the Notice of Personnel Action (NOPA) to inform candidates that they are serving a Job Examination Period (JEP) for up to 12 months. Similar to existing probationary codes, the "J" code can be captured by reporting tools such as the Management Information Retrieval System (MIRS) for tracking purposes.

LEAP candidates must be appointed directly into the parallel class (the class of the position for which the candidate is testing as opposed to class code 4687) to serve the JEP and enter a "J" for Item 430 on the PAR. For consistency, all LEAP appointments must be appointed as limited-term (tenure "L") with an expiration date of 12 months from the effective date of appointment. The actual JEP for a LEAP appointment is based on the parallel classification probationary requirements. At the conclusion of the JEP (at six or 12 months depending on the classification), process an A22 transaction to transition the LEAP candidate to civil service. In instances where a JEP needs to be extended beyond 12 months, use an A02 transaction to extend the JEP beyond the one-year restriction of a limited-term appointment. A PAR documentation grid is attached for reference.

Departments must also ensure that LEAP candidates receive the same salary and benefits that other employees in limited-term positions are entitled to, including Merit/Special Salary Adjustments (SISA/MSA) and alternate range changes. When an adjustment is effective on the same day as the completion of the JEP, key the A22 transaction to transition the LEAP candidate to civil service first.

The following sections will be updated in the Personnel Administration Manual (PAM) to reflect the changes:

- Section 2.36, Item 215 – Employment History Remarks
- Section 2.43, Item 325 – Plus Salary/Expiration Date of Plus Salary
- Section 2.48.1, Item 351 – Established Earning
- Section 2.56, Item 430 – Probationary Period
- Section 7.2 – Notice of Personnel Action (NOPA)

Please direct questions on the LEAP appointment process as follows:

<u>SUBJECT AREA</u>	<u>CONTACT</u>	<u>TELEPHONE NUMBER/EMAIL</u>
Limited Examination and Office of Civil Rights	LEAP@calhr.ca.gov	Limited Examination and Office of Civil Rights
Program Administration (e.g., rules, regulations, benefits/pay impacts)	Personnel Services Branch CalHR	(916) 323-3343
General Payroll Procedures Disability Payroll Procedures Employment History Procedures	Statewide Customer Contact Center SCO	(916) 372-7200
HR Suggestions Email Inbox (All HR Staff)	Personnel and Payroll Services Division SCO	PPSDHRSuggestions@sco.ca.gov
Escalation Email Inbox (HR Supervisors and Managers)	Personnel and Payroll Services Division SCO	PPSDOps@sco.ca.gov

JEB:AL:PMAB

PAR DOCUMENTATION FOR LEAP APPOINTMENTS

PAR ITEM	INITIAL APPOINTMENT (JEP)	EXTENDING THE JEP (beyond 12 months)	TRANSITION TO CIVIL SERVICE
Transaction Code (205)	A01	A02	A22
Class Code (122)	Parallel Class Code	Parallel Class Code	Parallel Class Code
Employment History Remark (215)	“LEAP – 6 month JEP “ or “LEAP – 12 month JEP”	”LEAP – 12 month JEP (extended)”	
Anniversary Date (330)	NONE	NONE	<i>As Applicable (count time in JEP towards anniversary)</i>
Tenure (410)	L	L	<i>As Applicable</i>
# Months (415)	12	12	<i>As Applicable</i>
Appointment Expiration (416)	12 months from effective date	12 months from effective date	<i>As Applicable</i>
Cert # (425)	“E” + certification list number from which LEAP candidate was selected	<i>N/A</i>	<i>N/A</i>
List Type (426)	<i>blank</i>	<i>N/A</i>	<i>N/A</i>
Probation Period Code/End Date (430)	J	J	N (Cannot Require New Probationary Period)
Disability Code (455)	<i>As Applicable (required)</i>	<i>As Applicable (not required)</i>	<i>As Applicable (not required)</i>
Limited Term Anniversary Date Justification (867)	9 (Other - Reason on File and Does Count towards MSA)	5 - MM/DD/YY (Department Extends LT Appointment OR Approves Consecutive LT Appointment AND Service DOES Count Towards SISA/MSA)	<i>As Applicable</i>
Backup. Remarks And Keyed By Information (Line 10)	<i>As Applicable (not required)</i>	<i>As Applicable (not required)</i>	X (Back Up On File)